



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 663      Schedule No: 05-663.1**

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 DIVISION OF TEACHING & LEARNING SUPPORT  
 663 - SPECIAL EDUCATION SERVICE AGENCY

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are nonconfidential. Some information referenced on this schedule is input into the Student/Staff Data Management System, a Filemaker Pro database. This records retention schedule supersedes #55500.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 2/17/2006
Attorney General/Designee <i>Original signature held on file.</i>	Date 3/3/2006	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 3/13/2006
State Archivist <i>Original signature held on file.</i>	Date 3/20/2006	Records Analyst <i>Original signature held on file.</i> Date 2/24/2006

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Student File Records</b>                      File records include: Initial Referral, Mutual Exchange of Information, Evaluation Summary and Eligibility Report, IEP, Diagnostic Evaluations, Disability Relevant Medical Reports.</p> <p>Arranged alphabetically by student name within each school district.</p>		C+5		<p>C = Until services are terminated.</p> <p>All SESA student file records are copies of originals maintained in the school district or doctor's office.</p>
<p><b>002 - Student Service Report</b>                      Copy of report generated by a SESA specialist, after observation of student, and consultation with school district staff providing educational strategies and recommendations.</p> <p>Arranged alphabetically by student name within each school district.</p>		C+5		<p>C = Until services are terminated.</p> <p>Original report is transmitted electronically to school district and parent.</p>
<p><b>003 - Library Files</b>                      Library records include the electronic records that are intrinsic to the online catalog system, electronic forms, and electronic copies of correspondence, as well as paper records that include correspondence, ordering information, transmittal and transfer forms, materials ordering forms, and miscellaneous records.</p>		3		<p>The finance department retains ordering and payment records.</p> <p>Records relating to equipment loaned by the SESA library will be disposed of when the equipment is withdrawn from the library.</p>
<p><b>004 - Website Data</b>                      The SESA website is a dynamic method of conveying information about the agency and is not intended to be an archive or a printed record of the agency.</p>		C		<p>C = Until obsolete, superceded or administrative need is met.</p> <p>SESA's website is archived indefinitely by the Internet Archive (<a href="http://www.archive.org">www.archive.org</a>).</p>
<p><b>005 - E-Rate (Universal Service Fund)</b>                      The e-rate is the universal service fund in Alaska for schools, libraries and service providers. This records series documents agency receipt of funds received from the federal government to subsidize telecommunications costs, including T-1 and telephone lines.</p>		5		<p>Retention Authority:                      FCC-04-190A1</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
<p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>